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7/27/66

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Revised Personal History Statement and Annual Employment

1. This memorandum submits a recommendation for approval of the Deputy Director of Central Intelligence. Such recommendation is contained in paragraph 7.

2. Tab A (attached) is a proposed revision of the Personal History Statement to be completed by all candidates for employment with the Agency. Applicants also submit with the Personal History Statement an Appendix I which contains the Attorney General's list and which has recently been revised to include association with these organizations of the applicant's relatives as well as any affiliation of his own. The revised Personal History Statement accomplishes the consolidation of the present form (Tab A-1) and the present Qualifications Questionnaire (Tab A-2) and provides a more comprehensive and meaningful coverage of qualification factors such as education, language, and area knowledge. Provision has also been made for special handling within the Office of Personnel of details of an unfavorable nature so that such information is made known only to those who "need to know" in arriving at a decision concerning employment; it will be turned over to the Office of Security if the applicant is selected for processing. In addition to serving the present purposes of the Personal History Statement as a basic document for employment consideration and security investigation, the revised form will be used as the basic document for coding qualifications and personal data for various screening and statistical purposes.

3. Tab B (attached) constitutes an abbreviated Personal History Statement for periodic resurvey of on duty personnel on those items of personal status and background which are subject to change, such as marital and dependency status, relatives residing abroad, financial status, and education. The supplement provides a mechanic for immediate reporting of important changes, however, the primary control for obtaining changes in such information would be the mandatory completion of all or pertinent parts of this form each year by each employee on the anniversary of his entrance on duty with the organization.

SUBJECT: Revised Personal History Statement and Annual Supplement

4. Your particular attention is invited to those Sections of the Supplement concerning relatives residing abroad and foreign relatives and financial status. These are areas in which you have expressed interest in accomplishing a current survey of on duty personnel. Adoption of this form with the required annual reporting will allow the conduct of such a survey over the next twelve months in a routine, scheduled manner which will not create any special workload increase to process the data or undue concern on the part of employees as to special interest in these particular subjects. For this reason, the form prepared for initial use requires that such employee fill out these sections whether or not the same information has been furnished previously. In succeeding years only the name, address, and emergency addressee information will be required except when changes have occurred since the last reporting of information in the other areas covered by the Supplement. A short form will be issued for those individuals with no changes to report.

5. You will notice that the annual supplement provides for a description of Agency assignments by the employee. To a certain extent, this item duplicates information already maintained mechanically as to position title and occupational series. However, we are able to do a more refined job of qualification coding from the employee's description of his duties and consider the item worthwhile in spite of the additional work involved for the individual completing the form.

6. We have considered incorporating into the Personal History Statement questions designed to elicit information concerning the wives of male applicants which would be helpful in considering them for overseas assignment. There are alternative means of meeting this objective, such as amendment of the Fitness Report (Part II, Potential) or interviews. Since our proposal in this regard has not reached a stage at which we are prepared to make formal recommendations, however, we believe the current revision of the Personal History Statement should proceed.

7. It is recommended that you approve the adoption of the proposed forms and the requirement that each employee submit a Supplement form annually.

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L. K. WHITE
Deputy Director
(Support)

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SUBJECT: Revised Personal History Statement and Annual Supplement

ORIGINATOR:

Signed

21 JUN 1956

Director of Personnel

Date

CONCURRENCE:

/s/ Edwards
Director of Security

20 June 56.

Date

s/
General Counsel

26 JUN 1956

Date

Recommendation in paragraph 7 is approved.

SIGNED

16 JUL 1956

C. P. CARELL
Lieutenant General, USAF
Deputy Director

Date

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